REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR / ☐ - 24 25X1

1. TITLE OF REPORT (if a fill-in report include Form No.)		2. TYPE OF REPORT		
Field Test Report on TSD Projects				STATISTICAL
			X	NARRATIVE
				MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	TRAINING	ADMIN. GENERAL
	LOGISTICS	SECURITY	OTHER (specify)
	MEDICAL	FINANCE	X TSD Technical

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
4	Completion of project, approx. 35 per year	Two

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	IF YES GIVE ADP PROCESSING NO.	
Memorandum	X	NO		Chief, TSD/ ☐ 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
25X1 ☐ Project Engineer	None (field notes prepared by Engineer.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11	6.50		4 (average)		26.00		35		910.00
GS-5	3.60		1 (average)		3.60		35		126.00
GS-12	8.00		2		16.00		35		560.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	1,596.00

25X1

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To make a matter of record the results of test and evaluation projects at ☐ for submission to TSD and further distribution to cognizant technical offices.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
X RETAIN AS IS ☐ OTHER (explain)		MAN-HOURS	DOLLARS
CHANGE			
DISCONTINUE		0	0

16. DATE OF INVENTORY	G INFORMATION	18. EXTENSION
25X1 7/27/7☐		25X1

FORM 142
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